NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER Health/Safety STATEMENT NUMBER 10.06	
SUBJECT:	EMPLOYEE ASSISTANCE PROGRAM	EFFECTIVE DATE REVIEW DATE	04/15/13 04/15/14
		REVIEW DITTE	04/13/14
		SUPERSEDES PPD#	<u>10.06</u>
PROPONENT:	<u>Lisa Currier</u> , <u>Administrator</u>		
	Name/Title	DATED	<u>05/11/2010</u>
	Human Resources 271-5640		
	Division Phone #		
ISSUING OFFICER:		DIRECTOR'S INITIALS:	
		DATE:	
		APPENDIX ATTACHED:	
William Wrenn, Commissioner		YES: NO	D:
REFERENCE NO: See reference section on last page of PPD.			

I. <u>PURPOSE</u>:

To assist employees in the identification and resolution of problems which may be affecting their individual work performance.

II. <u>APPLICABILITY</u>:

To all staff and their families

III. POLICY:

It is the policy of the NH Department of Corrections to offer an Employee Assistance Program (EAP) through an interagency agreement with New Hampshire Department of Health and Human Services. This program provides counseling and/or referral to any employee with a personal problem that is affecting, or has the potential to affect, the individual's work performance. The Program assists the employee in identifying the problem and locating sources of treatment or rehabilitative help.

IV. PROCEDURE:

Employees may access the EAP by self-referral and/or supervisory referral.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

2-CO-1C-25

Standards for Adult Correctional Institutions

Fourth Edition Standards

4-4071

Standards for Adult Community Residential Services

Fourth Edition Standards

Standards for Adult Community Residential Services

Third Edition Standards

3-3071

Other

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